

We are currently accepting applications for the following positions:

Vacancy Announcement No. / Position Title

[FSN# 2015/03 \(T\) / Medical Equipment Technician](#)

[FSN# 2015/03 / Medical Equipment Technician](#)

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

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[FSN# 2015/28 \(T\) / Engineering Assistant](#)

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[FSN# 2015/38 \(T\) / Resources Conservation Engineer](#)

[FSN# 2015/38 / Resources Conservation Engineer](#)

[FSN# 2015/42 / Medical Research Technologist \(Influenza Epidemiology Research Coordinator\)](#)

[FSN# 2015/55 / Project Management Specialist \(Agriculture\)](#)

[FSN# 2015/57 \(2 positions\) / Secretary \(Roving\)](#)

FSN# 2015/03 (T)
Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115(T)). Applications previously received will also be considered.”

FSN# 2015/03

Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115). Applications previously received will also be considered.”

FSN# 2015/24 (T)

Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);

- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/24

Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/28 (T)
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8, FP-6, Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/28
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/29 (T)
Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 ฿640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/29

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/34
Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-8, FP-6

OPENING DATE: April 3, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Temporary position – Not to exceed 2 years

SALARY:

Ordinarily Resident (OR): FSN-8 \$574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Overseas Building Operations (OBO) office located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Incumbent is responsible for completing the personnel security background investigations (BI) of OBO contractor personnel, new employees and updating security clearances of Mission employees. S/He conducts official investigations as directed by the OBO Site Security Manager in coordination with the Regional Security Office. S/He is also responsible for coordinating with the OBO Local Guards, Mission Security Force and RSO staff at the direction of the OBO SSM.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Bachelor's Degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History or Social Science), Business Administration/Management, or Law Enforcement;
- (2) Minimum of three years of progressively responsible experience in investigative work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Have ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Have ability to use a personal computer to produce documents resulting from work product;
- (6) Have verbal skills to coordinate security operations conduct interviews and conduct liaison activities in accordance with US Government and Department of State regulations.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/37 (T)
Clinical Research Coordinator

OPEN TO: All Interested Candidates

POSITION: Clinical Research Coordinator, FSN-8, FP-6, Trainee

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-8 \$574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Clinical Research Coordinator, in its Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Participate in designing, planning and execution of clinical research to support US- CDC and WHO surveillance network and clinical trials to support product licensure consideration by the U.S. Food and Drug Administration (FDA). Coordinate all aspects of research activity ensuring compliance with Good Clinical Practices (GCP) Guidelines. Responsible for oversees study implementation, clinical staffing and interacting with up to 50 people from various institutions involved in the clinical studies. Serve as the principle agent to compile, organize and maintain regulatory documents relating to research conduct in close coordinate with all internal investigators and external collaborators. Prepares the research activity and documents for internal QC inspections and external monitoring inspections and audits by Regulatory Agencies. Assist the Principal Investigators (PI) in preparing study reports, presentations and manuscripts for submission to peer-review journals.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in nursing, public health or health science is required;
- (2) At least two years experiences involved in the conduct of clinical research is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Expertise in conduct of clinical trials, Code of Federal Regulations as pertains to US FDA-regulated studies, Good Clinical Practice, and local regulations/guidelines pertaining to human subjects research is required;

(5) Able to assist the principal investigator (PI) in planning and execution of research protocols approved the appropriate institutional review boards (IRBs).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/37

Clinical Research Coordinator

OPEN TO: All Interested Candidates

POSITION: Clinical Research Coordinator, FSN-9, FP-5(Step 1 thru 4)

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Clinical Research Coordinator, in its Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Participate in designing, planning and execution of clinical research to support US- CDC and WHO surveillance network and clinical trials to support product licensure consideration by the U.S. Food and Drug Administration (FDA). Coordinate all aspects of research activity ensuring compliance with Good Clinical Practices (GCP) Guidelines. Responsible for oversees study implementation, clinical staffing and interacting with up to 50 people from various institutions involved in the clinical studies. Serve as the principle agent to compile, organize and maintain regulatory documents relating to research conduct in close coordinate with all internal investigators and external collaborators. Prepares the research activity and documents for internal QC inspections and external monitoring inspections and audits by Regulatory Agencies. Assist the Principal Investigators (PI) in preparing study reports, presentations and manuscripts for submission to peer-review journals.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in nursing, public health or health science is required;
- (2) At least three years experiences involved in the conduct of clinical research is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Expertise in conduct of clinical trials, Code of Federal Regulations as pertains to US FDA-regulated studies, Good Clinical Practice, and local regulations/guidelines pertaining to human subjects research is required;
- (5) Able to assist the principal investigator (PI) in planning and execution of research protocols approved the appropriate institutional review boards (IRBs).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/38 (T)
Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-9, FP-5 (Step 1 thru 4), Trainee

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum four years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/38

Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-10, FP-5 (Step 5 thru 14)

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 THB 760,852 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/42

Medical Research Technologist (Influenza Epidemiology Research Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Influenza Epidemiology Research Coordinator), FSN-9, FP-5 (step 1 thru 4)

OPENING DATE: May 22, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Fixed-Term: Not to exceed 4 years from the date of employment

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;
- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) A thorough knowledge of epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from May 7, 2014. Applications previously received will also be considered.”

FSN# 2015/55

Project Management Specialist (Agriculture)

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist (Agriculture), FSN-11

OPENING DATE: June 19, 2015

CLOSING DATE: July 9, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-11 \$1,179,069 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Agriculture Specialist is a lead technical advisor to the General Development Office (GDO) as well as to the USAID/RDMA. Working as part of the RDMA Agriculture team, s/he will provide timely and accurate input, advice and technical direction, both written and oral, on issues related to agriculture, food security, science and technology, technology dissemination, and trade in South and Southeast Asia. The Specialist will define constraints and identify and prioritize investment opportunities for RDMA related to Asia regional agriculture and food security. In collaboration with the Agriculture team and other relevant RDMA teams, the Specialist will develop and implement project strategies, and design, procure, and manage performance-based contracts, cooperative agreements, and grants.

MAJOR RESPONSIBILITIES:

Design, procure, and manage activities in the Regional Agriculture portfolio in Asia. Provide technical expertise to RDMA, Washington, and bilateral missions in the region. The duties include the following:

- Identify and review background work, leading to the planning, design, and preparation of new partnerships and initiatives and other activities under the GDO's strategic objective. Prepare project/activity design documents, drafts, performance-based statements of work for contracts with local and or expatriate firms or individuals for pre-design technical analysis and define and arrange for technical and/or financial assistance and logistical support from within RDMA, from other missions in the region and from USAID/Washington.
- Develop procurement plans covering goods and services, including a reasonable timetable to put into place the appropriate instrument, and coordinate the procurement process with the contracting office while maintaining ongoing and productive communication.

- Assist the office with organization of technical evaluation committees (TECs). Participate in TECs as requested to ensure that proper evaluation is done in accordance with established evaluation criteria to achieve best value for the U.S. Government. Document and provide the results of evaluations to the contracting and personnel officers.
- Function as the Agreement Officer's Representatives (AORs)/ Contracting Officer's Representatives (CORs), or Alternate AOR/COR, or activity manager for selected grants and contracts. Perform inspections/sight visits to gather information about implementation progress, data quality assessment, and provide recommendations to AOR/COR and activity managers on changes to improve performance; guide the implementing partner towards improved performance; review and sign vouchers or recommend approval of the same to GDO staff.
- Prepare the budget and narrative portions of the annual performance report, Operating plans and portfolio reviews, and coordinate with the Program Office and Financial Office to ensure that the budget is sent to USAID/Washington on a timely basis. Refine the budget request per guidelines and instructions from USAID/Washington and RDMA.
- Represent USAID at meetings, conferences, workshops, and other fora. Participate either individually or as a team in events related to the technical focus of the position or the broader development interests of the office.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** Completion of a Master degree, or equivalent, in Agriculture, Agricultural/Resources Economics, Soil/Plant Science, Aquaculture, Agro Forestry, Natural Resources Management, MBA, Development Studies, or other closely related field is required.
- (2) **Experience:** Minimum of five years in project management and/or strategic planning positions in the fields of agriculture/food security, and ideally regional integration, with a U.S. Government Agency or other international/local organization or donor is required. **(40 points)**
- (3) **Language:** Level IV (Fluent), strong written and oral proficiency in English is required. Level II (Limited), in Thai is also required.
- (4) **Knowledge:** **(25 points)**
 - Knowledgeable in key issues, challenges and opportunities related to food security such as sustainable agricultural practices/productivity, markets, technology, regional commodity trade, Agricultural policy, nutrition-integrated agriculture, gender, and climate change, with a clear

understanding of the particular complexities in the Association of Southeast Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC) regions is required.

- Understanding of how ASEAN and SAARC and other relevant organizations (e.g. ADB, World Bank, FAO, Universities, etc.) work and are engaged in agriculture in the region is required.
- Familiarity with the agriculture science and technology present in the region, and the key stakeholders (groups and organizations) in this field is required.

(5) Skills and Abilities:

(35 points)

- Able to communicate and collaborate effectively with multiple levels of stakeholders, from farmers to senior officials, both in writing and speaking is required.
- Able to work with flexibility, efficiency, and diplomacy both individually and as part of a team is required.
- Able to meet deadlines, produce high quality deliverables, and meet higher goals is required.
- Able to inspire and support the development of colleagues and partners at all levels and from a diverse range of cultural and professional backgrounds is required.
- Proficient in the use of Windows OS, Microsoft office, Gmail, and able to learn other basic computer programs is required.
- Skilled at gathering and analyzing information from multiple sources and providing recommendations to leadership is required.
- Able to manage programs, activities, and partners for consistent performance and compliance with regulations is required.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 9, 2015

FSN# 2015/57 (2 positions)
Secretary (Roving)

OPEN TO: All Interested Candidates

POSITION: Secretary (Roving), FSN-06

OPENING DATE: June 19, 2015

CLOSING DATE: July 9, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-6 ₱362,706 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary (Roving) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Secretary (Roving) position serves as a back-up administrative assistant providing Mission-wide support to different offices as the need arises, and as such, performs a comprehensive range of administrative and secretarial functions. The Secretary (Roving) will also work as needed on special projects and when workload exceeds office staff capacity. Primary responsibilities include: administrative and secretarial functions, travel arrangements, and Human Resources support. These positions are located at USAID/RDMA Executive Office (EXO) and supervised by Human Resources Management Specialist.

MAJOR RESPONSIBILITIES:

- Administrative and secretarial functions: The duties include the following: maintain and track files and documents; draft routine documents; organize meetings and workshops which includes preparing briefing materials and providing logistical support; create procurement requests for office supplies and services; prepare office time and attendance data.
- Travel arrangement. To assist the team in preparing Travel Requests; facilitate obtaining visa, country clearance, insurance and other required documents; reserve flight and accommodation; prepare travel vouchers for reimbursement.
- Human Resources (HR) support. To assist the HR team with filing, data management, scheduling written test and interview appointment, and perform other HR-related duties as necessary.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) Education: University degree in International Development, English, Human Resources Management, Business/Public Administration or a related discipline in Arts or Social Sciences is required.
- (2) Experience: A minimum of one year experience in the administrative/secretarial field in an English speaking environment is required. **(30 points)**
- (3) Language: Level IV English and Level IV Thai are required.
- (4) Knowledge: Good knowledge of administrative office operations, travel arrangement, and records management systems. **(30 points)**
- (5) Skills and Abilities: **(40 points)**
 - Demonstrate professionalism in work ethics; able to perform a broad range of administration functions with high quality, while applying critical thinking skills to solve problems that may arise.
 - Exhibit good communication skills; clear and effective use of language (i.e., in speaking and writing) appropriate to the context of the situation.
 - The ability to collaborate with others as a team, placing the team agenda before a personal one, truly valuing others' inputs, and willing to take shared responsibility in shortcomings.
 - The ability to multi-task, identifying priorities and readjusting them as needed; and allocating proper amount of time and resources for each task.
 - Possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point and e-mail. Able to learn and use Agency specific software related to work area efficiency.
 - Excellent customer services skills.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 9, 2015
